OUR SCHOOL PRAYER

Creator God
This is our school,
Let peace will be found here,
May the rooms be full of contentment.
Let love abide here,
Love of God,
Love of one another,
And love of life itself.
Let us remember that, as many hands build a house,
Many hearts make a school.
Amen
St Patrick’s Parish School is a parish systemic school within the Diocese of Toowoomba.

**SCHOOL ADDRESS**

35 Arnold Street  
Allora Qld 4362

**POSTAL ADDRESS**

St Patrick’s School  
P O Box 47  
Allora Qld 4362

**SCHOOL CONTACT NUMBERS**

Telephone: (07) 46663551  
Facsimile: (07) 46663351  
Email: allora@twb.catholic.edu.au  
Website: www.allora.catholic.edu.au  
Parish (07) 46663377
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Dear Parents and Guardians,

Thank you for considering St Patrick’s School as the educational setting for your child. Our school community welcomes you.

St Patrick’s is a co-educational Catholic Primary school educating students from prep to year six within Allora and surrounding areas. The school is an integral part of the parish community and works in partnership with parents and carers to provide a valuable, enjoyable learning environment for the students in our care. St Patrick’s is part of the Toowoomba Catholic Diocese and as such is administered by the Toowoomba Catholic Education Office.

St Patrick’s currently offers Prep education on a full-time basis, using the Early Years Framework as set down by the Queensland Studies Authority. Primary education at St Patrick’s School is offered using a multi-aged approach.

The staff and school community encourage the ‘family’ aspect for our school. Parents are encouraged to become involved in various social, fundraising and educational events throughout the year continually building upon our community of care and partnership in education.

St Patrick’s School has an experienced and dedicated staff committed to providing a quality holistic educational experience for your child.
HISTORY

St Patrick’s Parish School was opened on 23 January 1916, to provide a Catholic education for families of the Allora district.

The building of the Allora Convent School was a great achievement. Allora was the third centre on the Darling Downs to have a Convent School – the first two being the much larger townships of Toowoomba and Warwick. Thus the building of the Catholic School in Allora is a tribute to those who pioneered this dream and who worked so hard to achieve it.

The school was opened by the Sisters of St Joseph and was staffed by them until 1985. St Patrick’s School was originally known as St Joseph’s School being named after the Sisters of St Joseph. Approximately fifty years ago, the school was renamed St Patrick’s. Saint Patrick is credited with having brought the Catholic faith to Ireland.

By 1986 the school was entirely staffed by lay teachers and assistants.

In 1994, the Allora Catholic Parish was successful in gaining a capital grant from the Commonwealth Government to construct a modern brick school. The old school was removed and the new building was built on the same site.

In March of 2016 the school celebrated its centenary year with school community members past and present.
CATHOLIC EDUCATION

The six defining features of Catholic Schools are:

- **ATTENTIVENESS TO THE LIFE-GIVING PRESENCE OF GOD**
  The Catholic school of the twenty-first century is defined by its attentiveness to the life-giving presence of God. This entails the nurturing of a belief in God’s love and revelation within the interconnected and unfolding process of creation.

- **MINISTRY WITHIN THE CHURCH**
  The Catholic school of the twenty-first century is defined as being a ministry within the Church. This entails the school being integral to the missionary vision of the Catholic Church and being in constant interaction with the local faith community and other schools and services within the diocesan and universal Church.

- **A PLACE OF LEARNING**
  The Catholic school of the twenty-first century is defined as a place of learning. The school will be shaped and nurtured by Catholic philosophy, possessing a clear educational vision and be manifested in values, goals and outcomes that are aligned.

- **A COMMUNITY OF CARE**
  The Catholic school of the twenty-first century is defined as a community of care, a place where individuals belong, are welcomed and nurtured.

- **INCLUSIVE AND OUTREACHING CULTURE**
  The Catholic school of the twenty-first century is defined as an inclusive andoutreaching culture.

- **CONTINUAL IMPROVEMENT THROUGH RENEWAL**
  The Catholic school of the twenty-first century is defined by its practice of continuous improvement through renewal. The school will renew itself through action and reflection, which will inform educational priorities and processes.
SCHOOL MOTTO

For God We Strive.

A Place of Learning – A Community of Care

MISSION STATEMENTS

Children’s Mission Statement:

Just like Mary MacKillop we use Jesus as our touchstone to try our very best to learn and to care.

Adult’s Mission Statement:

Just like Mary MacKillop we use Jesus as our touchstone to provide a learning and caring community. We will strive to ensure that all children develop their gifts spiritually, socially, academically, physically and emotionally to nurture lifelong learning.

PARENTS AS PARTNERS

Parents are acknowledged as the primary educators of their children. At St Patrick’s School we aim to provide an educational opportunity that recognises the partnership between parents and teachers. The Staff are committed to building upon the foundations established by the family. In building this partnership, communication is an essential ingredient. Parents are encouraged to be involved in their child’s education.

The Staff of St Patrick’s School, as professional educators, are conscious of the need for consultation and collaboration and will do their best to keep parents informed of their child’s progress and welfare. A Parent Information night is held at the beginning of each school year. Parent/Teacher interviews are held in term 2 and term three. Written reports are sent home at the end of terms two and four.
The Parents and Friends Association is an integral part of the St Patrick’s School community, representing the parent body and sharing the responsibility of the school with the Principal and teachers. Our Parents and Friends Association is a very active and supportive group.

All parents are encouraged to become involved in the Parents and Friends Association. Each term the Association supports functions that embrace the whole community: school, parish and local community.

**SUPPORT GROUP MEETINGS:**

**PARENTS & FRIENDS ASSOCIATION**
Meetings are held every 2nd Wednesday of each month at 7.00pm in the school library. All parents welcome to attend.

**SCHOOL BOARD:**
The school board meets on the first Tuesday of each month at 7pm in the school library. Parents are actively encouraged to seek membership on the school board when vacancies arise.

**SCHOOL COUNSELLOR:**
Students, who may be experiencing difficulties at home or at school, have access to a qualified guidance counsellor who visits fortnightly. The school’s visiting school counsellor is employed by the Toowoomba Catholic Education Office. Concerned parents contact the school Principal. A referral letter is completed. Once this is done, the school counsellor will make contact with parents. All appointments are strictly confidential.

**LEARNING SUPPORT:**
Within the school’s staffing schedule is allocation for a part time Learning Support Teacher who provides:

- Direct support of appropriate assessment, planning, implementation and recording of programs for students either individually, in small groups, on a withdrawal basis or in class settings.
- Indirect support offered through consultancy with teachers, school support personnel, parents and other agencies.
- Advice to the Principal with regard to the acquisition, development and provision of suitable resources and programs.
- Collaborative planning and working with teachers to provide implementation support of those students requiring more individualised support or extension.
SCHOOL STRUCTURE and CURRICULUM FRAMEWORK

The school community promotes a friendly family atmosphere, willing to support educational initiatives in the development of further learning opportunities. We understand that individuals develop and learn at different rates, have different learning styles, and experience success in different areas - spiritually, academically, physically, emotionally, culturally, and socially. Learning is a life-long journey and all learning opportunities seek to promote the holistic development of each student in becoming the unique person God created them to be.

St Patrick’s School Allora is proud of its small school environment and multi-aged setting. In all circumstances, planning, assessing and reporting addresses the national Australian curriculum and meets strict guidelines mandated by Queensland Syllabus Authority and the Toowoomba Catholic Schools Office.

The Nine Key Learning Areas (KLAs) are: Religious Education, English, Mathematics, Health and Physical Education, Science, History, Geography, Humanities, The Arts and Technology.

The school curriculum follows the current national Australian curriculum. Learning area programs using the national curriculum have been developed by the staff of St Patrick’s to meet the needs and interests of the children as well as being complemented through resources and the mission of the school. This results in school-based curriculum, which has received accreditation from the Office of Non-State Schools. The school curriculum is continuously being redeveloped, evaluated and updated in line with educational changes and recommendations from Toowoomba Catholic Schools Office’s Education Officers. Integrating set curriculum with everyday life skills and events within the Christian context is a priority.
RELGIOUS EDUCATION

OVERVIEW
Religious Education at St Patrick’s School aims to enhance and nurture the children’s knowledge of and relationship with God and the Catholic faith tradition. Through nurturing the Catholic Faith in prayer, liturgy and celebration of the Sacraments, the teachings and promises of Jesus become central to the ethos of the school, thereby fostering an environment of genuine Christianity to be experienced each day.

Religious Education lessons are offered throughout the week (2.5 hours per week) where no distinction is made between Catholic and non-Catholic students. Religious Education lessons are implemented using the school’s Religious Education Program endorsed by Toowoomba Catholic Education.

SACRAMENTAL PREPARATIONS
The school recognises parents as the first educators in faith. For children wishing to receive the Sacraments of Reconciliation, Eucharist and Confirmation for the first time, the family may enrol their child/children in the Parish Sacramental Program. Parents and members of the Parish support the child in readiness for reception of the Sacraments. These groups are conducted outside of school time. The school supports this program by focussing on religious knowledge of the Sacraments during school time when the Parish programs are in progress.

LITURGICAL CELEBRATIONS
Class Prayer services are held in conjunction with assemblies (each Friday). School Masses are held regularly throughout the year. Mass is celebrated by our Priest on the first Tuesday of the month at 9.30am, 9am on the first Sunday and at 6pm on the second and third Sundays of each month. Lay led liturgies are held at 9am on the fourth and fifth Sundays (where applicable). Parents and friends are invited to attend these liturgical occasions to share faith with the children. Dates, times and venues are advertised in the school newsletter. These liturgical celebrations are an opportunity for children to deepen their understanding of God and to appreciate the significance of Christ in their lives.

PRAYER
Children use a variety of prayer forms at the commencement and conclusion of the school day as well as at meal breaks. Traditional prayers are learnt and used as well as opportunities for children to create spontaneous prayers for special occasions and needs.
OPPORTUNITIES SUPPORTING THE CURRICULUM
The students of St Patrick’s have the opportunity to participate in many additional educational opportunities. Some activities include:

- Arts Council
- Science Workshops
- Safety Workshops presented by the Police, Fire Brigade, Ambulance
- Life Education Van Programme
- Visiting the Theatre
- Maths/English/Writing Competitions
- Year 5 and 6 school camp
- Excursions

The cost of these activities is extra to school fees. Every attempt is made to keep the cost of these activities affordable for each family.

EXCURSIONS
Students in Years P – 6 will participate in a variety of excursions, which will be closely linked to their studies.

Students in Years 5-6 have the opportunity to attend camp. At the present time, the camps have an alternate theme of coast/bush setting. Our students join with the students from St Francis de Sales Clifton.

MUSIC TEACHER
Mrs Lesley Telford conducts private music lessons at school each week. Mrs Telford is also employed to work with students in Years 3-6. These students also form the school choir. The students participate in choir and recorder activities.

SPORT HOUSES
On enrolment, the children are placed in one of three sport houses – Rynne, Hughes or Lynnam. Our sports houses were named after families represented in our heritage listed shrine which commemorates the fallen from World War One. Children compete in these houses during Athletics, Swimming and Cross Country carnivals. Children from the same family are placed in the same house.

SPORTS DAY
Each child is expected to participate in activities as part of the school curriculum unless parents indicate through a note to the teacher a valid reason why their child should be excused from activities. Sports uniforms are worn every Tuesday and Friday.
ENROLMENT POLICY & PROCEDURE

Enrolment will be open to all students whose parents subscribe and commit to the philosophy and mission of the school and for whom the school is able to provide an appropriate education. The Principal will give due consideration when enrolling students that the ethos of a Catholic school will be preserved. All prospective families meet with the Principal once the application for enrolment is completed.

Where the number of applicants exceeds the number of places available, selection will be made, by giving consideration to the following circumstances:

- Catholic children attending Parish Schools
- Children whose brothers or sisters attend the school
- Catholic children attending non-Catholic schools
- Children whose families have a historical connection with the school
- Children whose parents have a strong commitment to a Catholic/Christian education for their children
- Date of application for enrolment

St Patrick’s School supports an inclusive philosophy and every effort is made to meet the needs of prospective enrolments. All enrolments are viewed with the needs of the individual child.

There is an expectation of parents to meet all school fees. School fees are issued on a Term basis. It is expected that all fees are paid by the end of each term. Direct Debit information is available through the school office. Where a genuine hardship exists, the parents are required to contact the Principal to discuss a mutual satisfactory arrangement.

APPLICATION FOR ENROLMENT

An Application for Enrolment must be completed before a child will be considered for enrolment. Before an application can be considered, the following conditions apply:

- Children to be enrolled in Prep need to be 5 years of age by 30th June in the year they enrol for prep > 2008 requirements, July 1st 2002 – 30th June 2003
- “Delayed start to Prep: It is not compulsory for your child to attend the Prep year as soon as they are old enough—5 by 30 June in the year they enrol. You can delay their entry by 1 year if you feel they are not ready, but when they start school, they should still start in the Prep year.” (https://www.qld.gov.au/education/earlychildhood/prep/pages/enrolments.html)
Parents who decide to delay their child’s start in Prep may choose to keep their child at home or in an early childhood education and care service. Parents may also apply to access an Early Childhood Development Program for children with disability through existing regional processes.

Parents must be prepared to accept the conditions of the enrolment policy fully in respect of each and every child.

Parents are to arrange for an interview with the Principal.


Enrolment does not automatically follow as the result of an application.

The Principal will consider each application.

A transfer notice from the previous school will be sourced if your child has already commenced formal schooling.

Once an enrolment application has been submitted, an appointment time will be arranged. For intending Prep families, a Prep information morning for Parents/Caregivers is arranged (usually in Term 3 of the year prior to the commencement of Prep). An orientation morning for the new Prep students is held in Term 4. An individual meeting with the Early Years teacher and each Prep parent/caregiver is also held in the second last week of Term 4 prior to commencement of Prep the following year.

For students with special needs or ascertainment (diagnosed disability), it is a requirement that parents participate in and complete the process of a Special Needs Enrolment.

When the interview process has been completed and all documentation has been collated, a letter of offer or decline will be forwarded to the parents.
SCHOOL BEHAVIOUR MANAGEMENT POLICY

St. Patrick’s School is a welcoming faith community, centred on the person of Jesus Christ.

As a Catholic School, our aim is to develop responsible citizens who consciously endeavour to live out the Gospel values in their encounters with others. In support of this, the school environment needs to reflect a place of learning that ensures all students have a right to a socially just education that supports their needs and promotes learning.

BEHAVIOUR MANAGEMENT:
Behaviour management endeavours to instil a sense of responsible behaviour and occurs when clear and consistent expectations and consequences are in shared partnership with home and school.

All behaviour is purposeful and has consequences. Differences within the school community are expected and will result in situations that require active resolution. Appropriate behaviour is an expectation.

All members of the school community have the right to learn and work in a safe, successful, supportive and secure environment that promotes confidence. Taking responsibility for behaviour builds respect, self worth, right relationships, and builds a positive, happy environment that reflects our Christian values.

ADDRESSING INAPPROPRIATE BEHAVIOUR

• Teachers monitor inappropriate behaviour and assert discipline practices in the classroom environment. Classroom rules are defined at the beginning of each school year. Time out strategies are implemented if required. If a child persistently disrupts learning in the classroom, that child is separated from the main group of students (teacher supervision is maintained at all times) for 5 minutes. On completion of the 5 minutes time out, the child is asked to join the rest of the class with a commitment to improve behaviour. If the behaviour does not improve, the child is given time out for 10 minutes. On completion of this time out, the child is again asked to join the rest of the group, with the expectation to improve behaviour. If behaviour does not improve, the child is sent to another class under the supervision of that classroom teacher. Both classroom teachers meet with the Principal to discuss follow up consequences.

• If requested by the classroom teacher, the Principal will discuss with the child the poor behaviour and subsequent consequences. It is expected that if the separation from the main group occurs more than once, the Principal will be informed. The Principal will then meet with the child and notify the parents. The
The classroom teacher maintains a record of behaviour in his/her diary. The Principal will maintain records of discussions with the student and parents. It is the expectation of this school that parents/caregivers support the vision and mission of the school in encouraging appropriate behaviour in the child.

The Management of Inappropriate Behaviour

- Behaviours are objectively documented with descriptions of significant classroom/playground incidents for future reference.
- Teachers deal with minor incidents, both playground and classroom, as they occur.
- Parents are notified by phone if the behaviour repeatedly occurs.
- Parents are notified by phone when major incidents occur and are requested to come to school immediately to address the issue. If this is impossible, an appointment is made at the earliest possible convenient time.
- When behaviour involves more than one child and issues are complex, a conference with the parents and each individual student is recommended to address concerns. A recommendation is made by the Principal for counselling assistance.
- Support of parents in addressing inappropriate behaviour is paramount in ensuring the success of the school’s behaviour management strategies.

ICT (Information & Communication Technology) Acceptable Use Agreement

The following information is to support Parents’ and Caregivers’ understanding of the benefits and risks associated with online access. This information supports St Patrick’s School’s ICT Acceptable Use Policy. All stakeholders of St Patrick’s School community, as part of the enrolment agreement, agree to abide by this policy.

Benefits of on-line access include:
- Access to up to date and relevant information on a wide variety of topics.
- The ability to communicate with peers and experts both domestically and internationally.
- Teachers and students can use the internet collaborative learning projects to provide an audience for creative work and as a platform for learning information access skills.

Risks of on-line access include:
- Unlike a good encyclopedia, the information on the Internet is not always well selected or well organized. The information can sometimes be illegal, dangerous or offensive.
- Privacy is not assured, email can be intercepted and read by complete strangers. Other users of your computer, your local system administrator and staff at the outside service provider can all find out what information has been accessed from the World Wide Web.
- A strong potential for viruses to be received exists.
Strategies to deal with these risks include: (This information forms part of the Procedures of the St Patrick’s School Allora Acceptable Use Policy)

- Up to date virus protection software is installed on machines
- Internet filters provided by the Toowoomba Catholic Schools Office restricts access to illegal, dangerous or offensive materials.
- Unique usernames and passwords are given to prevent students from login on as someone else.
- Students are instructed in the understanding of what constitutes illegal, dangerous or offensive materials and what students should do when these appear on screens.

HOMEWORK

Homework is set to provide children with an opportunity to review the work covered in school as well as consolidate important skills such as spelling and tables and to develop good study habits.

Time spent on homework is expected to be as follows:

- Years 1 and 2: 10 – 20 minutes Monday – Friday
- Years 3 and 4: 20 – 30 minutes “ ”
- Years 5,6 and 7: 30 – 45 minutes “ ”

We encourage all students to read for at least 15 minutes each night.

Parents are asked to sign the homework indicating that homework has been completed and the quality of the work is satisfactory.

If a child has difficulty completing homework, parents are advised to contact the class teacher.

STUDY HABITS

Parents can assist their child in the development of correct study habits by:

- Setting a regular time and place to work
- Helping the students organise their workspace
- Helping students to organise tasks
- Checking the accuracy and standard of the work produced
- Encouraging students to keep assignment time schedules
- Encouraging regular and wide reading
- Providing positive encouragement
PRIMARY SCHOOL ROUTINE

SCHOOL HOURS FOR STUDENTS
The first bell rings at 8.40am. Classes commence at 8.45am and conclude at 2.55pm.
Playground supervision commences at 8.30am.

- Classes commence: 8.45am
- Lunch: 10.50am
- Classes Resume: 11.30am
- Afternoon Tea: 1.30pm
- Classes Resume: 1.50pm
- School Finishes: 2.55pm

SIGN IN / OUT REGISTER
Parents wishing to collect their children early from school are asked to sign their children out in the Sign In / Out Register situated on the counter in the Office.
All visitors to the school are to sign in and out at the School Office before visiting classes.

ABSENCE FROM SCHOOL
If a child is absent from school parents are expected to inform the Office before 9.00 am on the day of a child’s absence, and a letter explaining any absence must accompany the child when he/she returns to school.

Should a parent be aware of a child’s extended absence because of illness, family holidays, sporting or other commitments, prior notice in writing would be appreciated. This should be addressed to the Principal.

Teachers must and will record all absences in the class roll.

LATE ARRIVALS
All students arriving after 8.40am must report to the school office prior to going to their classrooms.

ACCIDENT OR ILLNESS AT SCHOOL
Should a child become ill while at school, a staff member will try to contact a parent or other person nominated to arrange for the child to go home. The school cannot care for an ill child for an extended period of time.

The school is supplied with a comprehensive First Aid Kit to deal with minor accidents, which occur in the playground. In cases of more serious accidents the parents of the child involved are notified by telephone. If the parent wishes, their child can be transported to the doctor by Ambulance.
In the school office we have a medical file outlining information such as home, work and emergency telephone numbers, illnesses, allergies and disabilities etc. for each child in the school. Parents can assist us greatly by keeping these files up-to-date, informing us immediately of any changes.

MEDICATION
Occupational Health and Safety Guidelines recommend that parents administer medication to their children. Therefore it is a requirement that the parent complete an Administration of Medication to Students form for a member of staff to administer medication. This form is available from the school office. If a parent/caregiver is unable to visit the school office to complete one of these forms, a note from the parent/caregiver must come to the school office with the following information.

- Student name
- Name of medication and prescribing Doctor
- Dosage
- Times to be administered
- Signature of parent or guardian

COMMUNICATION

NEWSLETTER
A school newsletter is compiled and printed on the basis of one per family every Thursday. The newsletter is sent home with the eldest child. We encourage parents to ask their child for the newsletter to ensure it is passed on. The newsletter is an important tool in keeping parents and school community up-to-date and informed of events and happenings within our school. The newsletter is also distributed via email.

PARENT DISTRIBUTION LIST
As part of the application for enrolment, families with internet connection are asked to include their email address. This information is then added to a parent distribution list. This enables the Principal to send out messages to families on short notice.

LIBRARY
St Patrick’s Library provides a valuable contribution to the on going educational needs of both staff and students and offers numerous facilities to further the student’s knowledge in relation to all school subjects and leisure projects.

St Patrick’s School Library supervised by a competent Library Aide two days per week. A Teacher-Librarian visits the school on a regular basis throughout each term.

The school is developing a Parent Library. Literature may be borrowed by school families.
The children borrow from the library once a week as a class. They may borrow three titles at any one time.

All children must have a school library bag. Library bags are available from the School Office for $8.

**TUCKSHOP**

Tuckshop is held every second Friday. **Orders must be sent in by the preceding Tuesday.** A ‘lunch’ menu is provided but does not include ‘snack’. A menu is attached to the first school newsletter of the year. Copies are available from the school office. All orders are to be placed in a brown paper bag with child’s NAMES; CLASS; AND LUNCH ORDER clearly written. Please include the money for the order inside the bag, preferably wrapped in cling wrap so it does not escape the bag.

**SCHOOL UNIFORM**

All students are required to wear full and correct school uniform at all times. St Patrick’s has a school uniform policy that is endorsed by the principal, staff and Parents and Friends Association. If, for any reason, the full and correct uniform cannot be worn, a letter of explanation must be sent to the school.

All clothing is to be clearly marked with the student’s name. Jewellery is not to be worn except for watches, religious medallions and sleepers or studs for students with pierced ears. Hair must be tied back with navy hair ties or ribbons once it reaches shoulder length.

**GIRLS UNIFORM**

### Summer Formal:
- **Dress:** Grey-blue checked dress with navy tie  
  (Hannas)
- **Socks:** White turn-over ankle socks
- **Shoes:** All black lace up shoes
- **Hair Apparel:** Navy or white scrunchie, ribbon, hair ties or hair bands

### Summer Sports:
- **Skiort:** Navy skiort (Hannas, Big W)
- **Shirt:** School sport shirt  
  (Order and purchase through school)
- **Socks:** White turn-over ankle socks
- **Shoes:** White joggers/sandshoes
- **Hair Apparel:** As per Formal uniform

### Winter:
- **Dress:** Navy tunic (Hannas, Toowoomba)
- **Shirt:** White long sleeve blouse
- **Tracksuit:** School tracksuit (purchased through P & F)
St Patrick’s School ALLORA

Socks: Long navy tights
Shoes: Same as Summer
Optional extras: Navy blue fleecy V-neck jumper to be worn under tracksuit top
Sports: As per summer sports with school tracksuit

BOYS UNIFORM:

Summer Formal:
- Shirt: Light blue short sleeve button up collared shirt
- Shorts: Grey shorts (rugger or stubbie style)
- Socks: grey socks
- Shoes: All black lace ups

Summer Sports:
- Shirt: Navy, Red and White Polo Shirt
  (Order and purchase through school)
- Shorts: Navy rugger shorts
- Socks: White turn-over ankle socks
- Shoes: White joggers/sandshoes

Winter Formal:
- Same as Summer
- Tracksuit: Navy V-neck tracksuit top and pants (reinforced knees)
  Navy windproof jacket (optional)

Winter Sports:
- Same as Summer
- Tracksuit: School tracksuit (purchased through P & F)

School swimming:
- Girls’ (one piece), swimming cap and sunsmart shirt
- Boys’ (appropriate swimming apparel), cap and sunsmart shirt

Unisex Hat:
- School ‘bucket’ hat, available through P & F

LOST CLOTHING
All items of clothing are expected to be clearly marked with the child’s first name and surname. Any item of clothing unnamed is placed in the lost property basket near the notice board at the front entrance of the school. It is the parent’s responsibility to clearly label all possessions that belong to their child.
SOURCES OF FUNDING & SCHOOL FEES

This school is funded from two sources:

- Government – by way of a per capita (per student) grant from State and Federal Governments.
- Parent contribution
  - School Fees
  - Parents and Friends’ Association fundraising.

These are the only sources of revenue to the school and the management of the school budget relies heavily on this income.

SCHOOL FEES
The moment parents decide to educate their child at St Patrick’s they enter into, and agree to, the school’s fee arrangements.

The fees are spent in the following ways:

- Wages (cleaners and contractors, teaching staff not funded by Toowoomba Catholic Education)
- Teacher, classroom and curriculum resources
- ICT expenses – internet, licenses, computer purchases etc
- Sport items (including equipment, awards, training courses)
- Library books
- Addition to the DVD collection to support learning
- Computer Software
- Photocopier and printer expenses
- Purchase, replacement and repairs of all school equipment
- Electricity, phone, land rates, water rates, maintenance (plumbing, electrical, grounds, computer etc), insurance
- Playground and sporting equipment
- Individual student stationary equipment
- General running expenses including cleaning materials, office stationery, classroom stationery, art/craft supplies, library supplies, first aid supplies, sunscreen, affiliation fees (C.D. Sports Assoc. etc)

In fairness to each family, it is the policy of the school and parish that every family meet the commitment to the payment of school fees and levies.
### SCHOOL FEES AND LEVIES AS OF 2016

<table>
<thead>
<tr>
<th>PER TERM</th>
<th>1 CHILD</th>
<th>2 CHILDREN</th>
<th>3 CHILDREN</th>
<th>4 CHILDREN</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Tuition fees</strong></td>
<td>$225.00</td>
<td>$320.00</td>
<td>$415.00</td>
<td>$415.00</td>
</tr>
<tr>
<td><strong>Building Levy:</strong> maintenance, building infrastructure, insurance</td>
<td>$30.00</td>
<td>$60</td>
<td>$90</td>
<td>$90</td>
</tr>
<tr>
<td><strong>ICT Levy:</strong> computer and internet maintenance, replacement of digital resources.</td>
<td>$30.00</td>
<td>$60</td>
<td>$90</td>
<td>$120</td>
</tr>
<tr>
<td><strong>Stationery Levy:</strong> Pencils (lead and colour), pens, rulers, erasers, scissors, highlighters plus additional class items.</td>
<td>$15.00</td>
<td>$30</td>
<td>$45</td>
<td>$60</td>
</tr>
<tr>
<td><strong>TOTAL FEES PER TERM</strong></td>
<td>$300.00</td>
<td>$470.00</td>
<td>$640.00</td>
<td>$685.00</td>
</tr>
</tbody>
</table>

**Payment Methods**
- Cash or Cheque payment can be made directly to the school office.
- Direct Deposit payment to St Patricks School Allora account BSB 084-504, Account No. 508598461 quoting Family name &/or Invoice No.
- Direct Debit payments can be set up via ADF for regular weekly or fortnightly amounts (forms completed at school office in Jan 2016).

PTO for Annual Fee amounts
SCHOOL FEES AND LEVIES FOR 2016

<table>
<thead>
<tr>
<th>PER YEAR</th>
<th>1 CHILD</th>
<th>2 CHILDREN</th>
<th>3 CHILDREN</th>
<th>4 CHILDREN</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Tuition fees</strong></td>
<td>$900.00</td>
<td>$1280.00</td>
<td>$1660.00</td>
<td>$1660.00</td>
</tr>
<tr>
<td><strong>Building Levy:</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>maintenance, building infrastructure, insurance</td>
<td>$120.00</td>
<td>$240.00</td>
<td>$360.00</td>
<td>$360.00</td>
</tr>
<tr>
<td><strong>ICT Levy:</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>computer and internet maintenance, replacement of digital resources.</td>
<td>$120.00</td>
<td>$240.00</td>
<td>$360.00</td>
<td>$480.00</td>
</tr>
<tr>
<td><strong>Stationery Levy:</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Pencils (lead and colour), pens, rulers, erasers, scissors, highlighters plus additional class items.</td>
<td>$60.00</td>
<td>$120.00</td>
<td>$180.00</td>
<td>$240.00</td>
</tr>
<tr>
<td><strong>TOTAL FEES PER YEAR</strong></td>
<td>$1200.00</td>
<td>$1880.00</td>
<td>$2560.00</td>
<td>$2740.00</td>
</tr>
</tbody>
</table>

GENERAL INFORMATION

ANY EMERGENCIES

Students are encouraged to see their class teacher or the school secretary if they have any problems e.g. forgotten lunch, lost bus money etc.

If a parent needs to contact their child urgently, the parent should contact the school office to have a message passed through the school secretary.

TELEPHONE

Students are permitted to use the school telephone only under special circumstances.
VEHICLES IN THE SCHOOL GROUNDS

Only vehicles on official business should be in the school grounds. Bicycles are not to be ridden on school grounds. Parents are asked to park to the right of the school gates. A designated bus area is to the left of the school driveway. A school zone exists. Please be conscious of this.

COLLECTION OF CHILDREN

The well being of all children is very important to the staff at St Patrick’s School. Parents are asked to inform classroom teachers of details for collection of children. Sometimes children are not sure of this information. If pickup arrangements are to be changed, please notify the school office to avoid any unnecessary confusion.

Thank you for enrolling your child/children at St Patrick’s School Allora. The school community actively supports the partnership with families and parish.